

LOGISTICS OFFICER DUTIES AND CHECKLIST

Handout 1

Logistics Officer Duties

The logistics officer manages and directs the logistics program to include the areas of supply, transportation, and aircraft maintenance. The logistics officer:

- Advises the commander on status of logistics program and establishes logistics policies.
- Reviews budget requirements of logistics activities and directs consolidation of logistic budget.
- Manages real property (typewriters, radios, computers, etc.) following regulations relating to logistics.
- Is familiar with logistics publications and forms.
- Coordinates the logistics function. Due to the overlap of missions in logistics, the logistics officer must ensure that all areas coordinate closely with each other. Nowhere is this more apparent than in a SAR exercise or actual mission.
- Establishes policies and procedures. The logistics officer must establish policies and procedures that not only help getting the job done within logistics, but within the unit and with other units.
- Determines, reviews, and consolidates budget requirements. The logistics officer will play an important role in coordinating with the commander and unit finances committee to decide budget requirements for not only logistics, but the entire unit. The budget will be determined largely by the supply inventory, aircraft maintenance requirements, and transportation requirements.

In addition, when deciding unit needs versus what is available, you may have to combine or redistribute the unit's resources, with the commander's approval. To insure proper management and control of unit resources, CAPR 67-1 requires inventories as of 31 March each year. It provides a consolidated record and quick reference of nonexpendable property.

Logistics Officer Checklist

- ❑ Has the logistics officer been appointed in writing? (CAPR 20-1)
- ❑ How does the logistics officer control the functions of supply, transportation, and aircraft maintenance? (CAPR 20-1)
- ❑ How does the logistics officer advise the unit commander on ways to protect, increase, and effectively use corporate assets? (CAPR 20-1)
- ❑ Is the logistics officer keeping current copies of logistics directives (CAP Regulation and Manual 66, 67, 77, and 87 series) and being familiar with their contents? (CAPR 20-1)
- ❑ Are surplus uniforms and equipment gotten, as needed, from wing supply?
- ❑ Are proper records of acquisition, receipt, issue, storage, and disposal of all property maintained properly? (CAPR 67-1)
- ❑ Has the US Army Corps of Engineers granted a current license for use of Department of Defense real property/facilities, if applicable? (CAPR 87-1)
- ❑ Is there safe, efficient, and economical management, operation and use of the unit's vehicle(s)?
- ❑ Is the use of the unit's vehicle(s) monitored? Is additional transportation arranged and provided for, as the unit needs it?
- ❑ Is maintenance of the unit's vehicle(s) adequate and properly recorded?
- ❑ Are transfer of property responsibility letters maintained on file for the unit logistics and unit supply officers? (CAPR 67-1)
- ❑ Are monthly vehicle reports provided to wing headquarters?
- ❑ Are annual equipment reports provided to wing headquarters?
- ❑ Are new members acquainted with the CAP Bookstore Catalog and the procedures for ordering items? (CAPM 39-1)
- ❑ Are new members aware of where to get uniform items and which items are required or optional? (CAPM 39-1)
- ❑ Are new members aware of exactly what items and how many of them they will need to be in uniform when required? (CAPM 39-1)

SUPPLY OFFICER DUTIES AND CHECKLIST

Handout 2

Supply Officer Duties

- The supply officer is responsible for all matters about supply.
- Insures proper accountability for CAP property.
- Is responsible for receipt, issue, storage, and proper disposal of all CAP property.
- Distributes and recovers property in coordination with the transportation officer.
- Recommends to commander the allocation and/or reallocation of property within the unit.

Supply Officer Checklist

- ☐ Has a supply officer been appointed in writing? (CAPR 20-1)
- ☐ Is the supply officer familiar with CAP directives in the 67 series? (CAPR 20-1)
- ☐ Has the unit completed the real property survey and submitted it to wing this year? (CAPR 87-1)
- ☐ Is the supply officer maintaining supply files? (CAPR 67-1)
- ☐ Are surplus uniforms gotten, as needed, from wing supply?
- ☐ Are unit supply requests being submitted to the wing logistics officer? (CAPR 67-1)
- ☐ Are all property items accounted for? (CAPR 67-1)
- ☐ Is CAPF 37 used to account for office equipment used in unit headquarters? (CAPR 67-1)
- ☐ Are supply storage facilities adequate? (CAPR 67-1)
- ☐ Are property disposal actions being completed properly? (CAPR 67-1)
- ☐ Is reallocation of property to other units recommended to the unit commander?
- ☐ Are worn out uniforms destroyed properly?
- ☐ Has current annual unit inventory of nonexpendable property been submitted to the wing logistics officer? (CAPR 67-1)

TRANSPORTATION OFFICER DUTIES AND CHECKLIST

Handout 3

Transportation Officer Duties

- The transportation officer is responsible for all matters about surface and air transportation.
- Ensures all vehicles are licensed and insured.
- Ensures drivers are qualified and licensed to operate vehicles.
- Recommends allocation/reallocation of motor vehicles.
- Maintains record of location of all vehicles.
- Ensures proper maintenance, painting, and marking of vehicles.
- Coordinates airlift requirements with operations officer.

Transportation Officer Checklist

- ☐ Has a transportation officer been appointed in writing? (CAPR 20-1)
- ☐ Is the transportation officer familiar with CAP directives in the 67 series? (CAPR 20-1)
- ☐ Is the unit complying with the wing policy about authorization, documentation, and funding of vehicle repairs? (CAPR 77-1)
- ☐ Are all unit vehicles registered in the name of Civil Air Patrol, Inc. and properly licensed? (CAPR 77-1 and CAPR 20-1)
- ☐ Are all unit vehicles properly marked, identified, and painted? (CAPR 77-1)
- ☐ Is a program established to find vehicle replacements?
- ☐ Are all vehicles insured? (CAPR 20-1)
- ☐ Are procedures effective to ensure that passengers and operators are authorized? (CAPR 77-1)
- ☐ Are vehicles given a safety check before dispatch? (CAPR 77-1)

- ❑ Is a program established to monitor fuel consumption as part of the CAP energy conservation program?
- ❑ Is adequate corrective and preventive maintenance being accomplished by vehicle operators? (CAPR 77-1)
- ❑ Are any unit CAP vehicles being used by agencies or individuals other than CAP? (CAPR 77-1)
- ❑ Does the transportation officer work with the supply officer to dispose of excess/uneconomical vehicles? (CAPR 20-1)

AIRCRAFT MAINTENANCE OFFICER DUTIES AND CHECKLIST

Handout 4

Aircraft Maintenance Officer Duties

CAP aircraft maintenance officers are the managers of aircraft maintenance, not the doers. Although they may do normal operator maintenance/servicing, their primary duty is to supervise. Actually, doing aircraft maintenance requires FAA certification--that certification is not within the scope of CAP. However, CAP must deal with properly certified and licensed maintenance firms.

- Exercises staff supervision and coordination of all aircraft maintenance.
- Recommends to the commander ways to improve the maintenance program.
- Insures aircraft are painted and identified according to current directives.
- Insures aircraft are maintained in an airworthy condition according to FAA requirements.

• In addition, the aircraft maintenance officer also must be familiar with various FAA publications concerning aircraft maintenance. Some include FARs 43, 45, and 91; FAA circular 20-5.

Aircraft Maintenance Officer Checklist

- ☐ Has a aircraft maintenance officer been appointed in writing? (CAPR 20-1)
- ☐ Is the maintenance officer familiar with pertinent CAP and Federal regulations? (CAPR 20-1)
- ☐ Are aircraft registered to Civil Air Patrol, Inc., National Headquarters, Maxwell AFB AL 36112? (CAPR 67-4)
- ☐ Are unit corporate aircraft properly marked, identified, and painted? (CAPR 66-1)
- ☐ Is a proper CAP restrictive placard placed conspicuously in the front cockpit of each corporate aircraft? (CAPR 66-1)
- ☐ Are flying hour charges adequate to provide support to the unit aircraft maintenance program?
Are required records and checklists being maintained in aircraft? (CAPR 66-1)
- ☐ Are aircraft property stored and moored? Is tie-down equipment (anchors, ropes, chains) inspected and documented not later than 30 June each year? (CAPR 66-1)
- ☐ Are all required aircraft inspections being done and recorded? (CAPR 66-1)
- ☐ Does the maintenance officer supervise and coordinate all aircraft maintenance? (CAPR 20-1)

INSIGHTS AND HELPFUL HITS**Handout 5**

While performing the duties of logistics officer, supply officer, transportation officer, maintenance officer, (or all these functions at a small unit), there are several suggestions that may be useful:

- ❑ Be very familiar with the CAP directives listed in the previous handouts. They contain the essential information required to do your duties. Detailed understanding of these will help prevent misunderstandings.
- ❑ See the help of others who serve, or have served, in logistics areas. Their experience is invaluable and will help greatly in aspects of doing the logistics tasks that are not specified in CAP directives.
- ❑ Accountability of equipment and records keeping are two of the most important activities in any of the logistics functions. It is essential to complete accurately the forms recording equipment transfers and inventories. Missing equipment directly reflects upon the integrity of the logistic and supply functions.
- ❑ Close coordination with other units is important in logistics activities. Duplication of efforts is inefficient and leads to confusion. When several units are participating together, it is essential to designate one officer to be the focal point of all activities.
- ❑ When operations plans are being developed, you have a key role. Unless all logistics functions are considered in planning, an activity is unlikely to succeed. Proper equipment, transportation, spare parts, and maintenance must be included in operations plans.
- ❑ Close coordination with the USAF-CAP Liaison Officer can reduce levels of frustration and ensure that military support facilities and organizations are available to support the CAP mission.
- ❑ Budget planning is an important management tool. Carefully projected budget needs will provide "insurance" that the unit mission can be accomplished within command guidelines.
- ❑ Well-maintained, reliable vehicles ensure the ability of the unit to respond to contingencies. Since these marked vehicles bearing the CAP insignia represent CAP to the entire community, careful attention must be paid to vehicle appearance and maintenance.
- ❑ Properly completed, documentation ensures that inventories are not questioned and that procedures related to the issuance of CAP equipment and property are being carefully followed.

- ❑ Develop checklists for routine tasks, such as issuing equipment and uniforms to new members, routine vehicle inspections and methods for securing Transportation Authorizations (TAs) and Military Support Authorizations (MSAs), etc. Repetitive tasks can then be accomplished by those with less experience and training.
- ❑ Complete records of individual qualifications, training and licenses are needed to ensure that CAP vehicle operations are safe and proper.
- ❑ All CAP vehicles must be operated in strict accordance with all federal, state, local, and CAP regulations.
- ❑ Failure to perform elementary vehicle inspections (fluid levels, battery and tire wear checks) may jeopardize mission accomplishment.
- ❑ Superior aircraft maintenance is essential to flight safety. Careless maintenance activities could result in an accident or even a fatality.
- ❑ Adequate spare parts and proper parts management are keys to mission accomplishment. Other units may be able to help in the supply of needed parts, should a need arise.
- ❑ FAA publications impose requirements upon owners and operators of aircraft. Each logistics officer and maintenance officer must know the applicable publications.

A CASE STUDY

Handout 6

Squadron X was inspected by the Civil Air Patrol - USAF Inspector General during the 36-month wing inspection. The following discrepancies were noted:

1. The unit did not have a supply officer assigned in writing (CAPF 2a).
2. There was no indication of a valid transfer of supply responsibility between the departing and incumbent supply officers.
3. No annual inventory (S-3) on file.
4. Although the assigned vehicle was in immaculate condition, there were no records on hand showing the daily inspections completed (CAPF 73).
5. Corporate equipment assigned to the unit was not appropriately identified.
6. The commander was not aware of these internal problems.

You are to determine what actions are necessary to correct the above deficiencies and make a presentation to the senior member logistics officer (class) on how to correct them.